

16 March 1981

DDIA REGISTRY

FILE: *Sharon Stromberg - 3*

MEMORANDUM FOR: Deputy Director for Administration

FROM:

CIA Federal Women's Program Manager

SUBJECT: Office of the Future Program, 29 April 1981

1. Thank you for accepting the invitation to participate in the program for National Secretaries Week on the Office of the Future, sponsored by the CIA Federal Women's Program. The program will take place in the auditorium on 29 April at 2:00 p.m. The purpose of this program is to inform secretaries of the new technology which will be changing the office environment in the future. However, this is an exciting topic which is of interest to all employees. One of the main messages will be that the changes in the work environment will impact on all employees and managers.

2. The keynote speaker is Sharon Stromberg, Director of the Office Systems Center, Office of Personnel Management. This is a new office and she will be developing a Learning Laboratory for the Federal government. Ms. Stromberg will discuss the technology which exists or is being developed and describe the paperless office. She will also discuss the impact on managers as well as secretarial and clerical employees. The OPM view is that office employees of the future will require different skills and abilities; new career ladders and training must be developed; managers must learn new skills; the overall purpose is to increase productivity and efficiency; managers must begin to plan for managing the information process as well as the impact on people.

3. It would therefore be appropriate for you to give an overview of where we stand in CIA and our plans for the future in regard to Office automation. You have been allotted a total of twenty minutes for your presentation to include questions from the floor if you so desire. Suggested topics for your consideration are:

- Current status of technology in CIA
- Plans for future technology
- A description of specific problems unique to CIA environment
- Training anticipated for employees and managers
- The impact on managers and employees in CIA (change in working environment)

4. It would also be appropriate for the occasion if you would begin with the vital contribution of secretaries and clerical employees to the Agency's mission. I will provide these comments for your consideration, as well as the biography of the guest speaker.

5. I appreciate the cooperation of the directorate in arranging for an equipment display. I will handle all other details of the program. Attached is the proposed program outline. If you have any questions, I can be reached on Extension

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Attachment:
as stated:

OFFICE OF THE FUTURE

Sponsored by CIA Federal Women's Program in recognition of National Secretaries Week

CIA Auditorium 29 April 2:00 p.m.

STAT INTRODUCTION -
CIA FEDERAL WOMEN'S PROGRAM MANAGER

Welcome remarks
Introduction of DDA

Total of 5 minutes

OPENING REMARKS - Max Hugel
Deputy Director for Administration

Recognition of the vital contribution of secretaries and clericals
in the Agency
Overview of office automation in CIA and plans for the future
Questions from the floor
Introduction of the guest speaker

Total of 20 minutes

KEYNOTE SPEAKER - Sharon Stromberg
Director, Office Systems Center
Office of Personnel Management

Technology, existing and being developed
Description of the paperless office
Impact on managers, secretaries and clerical employees
Questions from the floor

Total of 40 minutes

EQUIPMENT DISPLAY - Sponsored by the DA (If feasible)